

Online Registration Center (ORC)

Instructor Profile (for Course Coordinators)



"Medically Ready Force...Ready Medical Force"

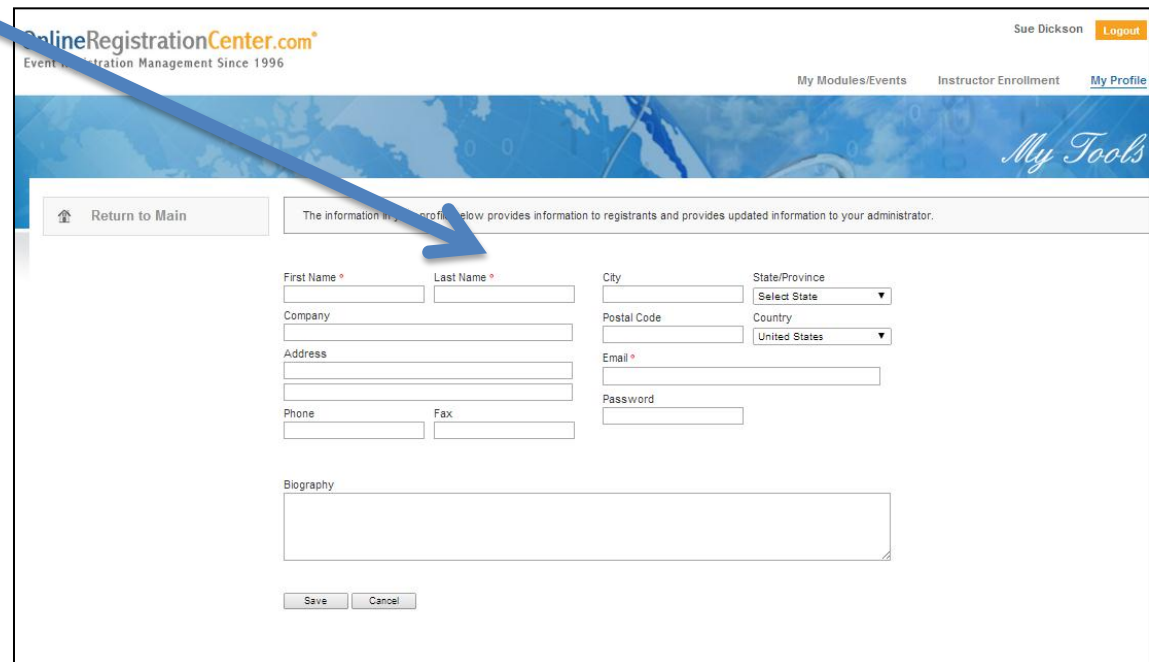
Instructor Profile Access

- Before you gain access to the ORC, you must have from permission from your Service Lead
- The Service Lead will provide your name and email to the CE/ORC Team at pspcourses@bah.com
- You will receive an email from PSP COURSES with a link to your Instructor Profile
- Click on the link to get to the Instructor sign on page
- You sign on with your email address as your Instructor ID and the password in the email
- Link to the Instructor Profile Logon:
https://www.onlineregistrationcenter.com/trainer_login.asp?m=250
- **SAVE THIS LINK AS A FAVORITES** as it is how you access all your modules



ORC Instructor Profile

- Information denoted with an * is mandatory
- Company is the name of the Military Treatment Facility (MTF) where you work
- Enter the State of the MTF
- Enter the Country of the MTF
- Your email is your login ID



OnlineRegistrationCenter.com
Event Registration Management Since 1996

Sue Dickson Logout

My Modules/Events Instructor Enrollment My Profile

My Tools

Return to Main

The information in your profile below provides information to registrants and provides updated information to your administrator.

First Name * Last Name * City State/Province
Company Postal Code Country
Address Email *
Phone Fax Password
Biography

Save Cancel

My Modules

- After entering your email and password, you will be directed to the My Modules/Events page
- All your modules will be listed here
- Click on the icon to the far right to access module management controls
- Click on a module name to access that module's registration page

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[Return to Main](#) You are assigned to participate in the modules/events listed below. You will be notified as each module/event is confirmed.

Status: All Search: Filter Display All

| ID | Event | Name | Location | Price | Start Date | Closing | Registered | Status | Conf |
|----------------------------|-------------------|--|---|-------|------------|------------|------------|--------|------|
| 1095 | PSR 04.25.12.cf | Patient Safety Reporting Intermediate Course | eLearning/Self-Paced Learning | | | | | | |
| Unconfirmed Modules/Events | | | | | | | | | |
| 2678 | TS 01.08.15.ma.ds | TeamSTEPPS Train the Staff January 8 2015 | Fort Leonard Wood, MO | | 1/8/2015 | 1/11/2015 | 0 of 50 | Open | - |
| | | TeamSTEPPS Train the Staff December 11 2014 | Landstuhl, Germany | | 12/11/2014 | 12/18/2014 | 0 of 70 | Open | - |
| 2974 | PSLC 6.18.14.md | DoD PSP Patient Safety Learning Circle DoD Annual Quality and Patient Safety Awards Models of Excellence | Dial-in and DCO Connect info will be provided | | 6/18/2014 | 6/25/2014 | 0 of 90 | Open | - |
| 2941 | TS 05.29.14.ma.ds | TeamSTEPPS Neonatal Resuscitation Protocol May 29 2014 | Aviano AB | | 5/29/2014 | 6/5/2014 | 0 of 10 | Open | - |
| 2895 | TS 04.03.14.ma.ds | TeamSTEPPS Edemose Med Culture April 3 2014 | Aviano AB | | 4/3/2014 | 4/10/2014 | 5 of 10 | Open | - |

Track Attendance

- Attendance must be tracked within 48 hours of course closure, failure to do so will make the course ineligible for CE credit
- From the home screen, click on the icon to the far right to access module management controls
- Once in the module, click on the Track Attendance tab on the left
- Check the box in the Attend. Column for any attendee who was at all contact hours (did not leave early, did not arrive late)
- Click Update Attendance to save all tracked attendance

The top screenshot shows the 'OnlineRegistrationCenter.com' interface. The user is logged in as Sue Dickson. The page displays 'My Modules/Events' with a table of assigned modules. A blue arrow points from the 'Attend.' column header to the 'Attend.' checkbox in the table.

| ID | Event | Name | Location | Price | Start Date | Closing | Registered | Status | Conf |
|------|-----------------|---|-------------------------------|-------|------------|---------|------------|--------|------|
| 1090 | PSR 04 25 12 id | Patient Safety Reporting, Intermediate Course | eLearning Self-Paced Learning | | | | 247 | Open | |

The bottom screenshot shows the 'Track Attendance' page for a specific module. The user is logged in as Sue Dickson. The page displays 'My Modules/Events' with a table of assigned modules. A blue arrow points from the 'Attend.' checkbox in the table to the 'Update Attendance' button.

| Name | Attend. | Transaction | City/State | Company | Date/Time | Method | Fee |
|---------------------|--------------------------|---------------------|-------------------|---------|---------------------|--------|--------|
| 1. Dickson, Sue | <input type="checkbox"/> | TR250-1363959501497 | Silver Spring, MD | | 3/4/2014 1:59:40 PM | - | \$0.00 |
| 2. Dickson, Suelien | <input type="checkbox"/> | TR250-1363959491537 | Rockville, MD | | 3/4/2014 1:58:00 PM | - | \$0.00 |

Evaluation Response

- Shows who has been sent an evaluation and provides an opportunity to send out the post-activity evaluation
- To send evaluations to all registrants
 - ☐ Click the header box in the Feedback column
 - ☐ A confirmation will popup asking you if you want to send to ALL registrants
 - ☐ Click OK to send
- To send an evaluation to an individual registrant
 - ☐ Click the letter icon in the person's row
 - ☐ A confirmation will popup asking you if you want to send to the one registrant
 - ☐ Click OK to send

The page at <https://www.onlineregistrationcenter.com> says:

Do you want to email the feedback request to ALL customers?

OK Cancel

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The List on the Left Provides You With Access to Various Reports and Features Assigned to Your Account

CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest
Monday, March 24, 2014 - Friday, March 28, 2014

| Feedback | Registrant Name | Email | Credit Type | Service | M.D. or D.O. |
|----------|------------------|---------------------------|-------------|---------|--------------|
| 1 | Dickson, Sue | suelien.dickson@gmail.com | | | |
| 2 | Dickson, Suellen | dickson_sue@bah.com | | | |

Cancellations

| Feedback | Registrant Name | Email | Credit Type | Service | M.D. or D.O. |
|----------|-----------------|-------|-------------|---------|--------------|
| 1 | | | | | |

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Track Attendance
ACPE Credit Report
BPSM Custom Fields R
Dukes Report
Evaluation Response
Final Roster by Cred
Final Roster
Sign-in Sheet

See Dickson Logout
My Tools

The page at <https://www.onlineregistrationcenter.com> says:

Do you want to email the feedback request to the customer?

OK Cancel

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CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest
Monday, March 24, 2014 - Friday, March 28, 2014

| Feedback | Registrant Name | Email | Credit Type | Service | M.D. or D.O. |
|----------|------------------|---------------------------|-------------|---------|--------------|
| 1 | Dickson, Sue | suelien.dickson@gmail.com | | | |
| 2 | Dickson, Suellen | dickson_sue@bah.com | | | |

Cancellations

| Feedback | Registrant Name | Email | Credit Type | Service | M.D. or D.O. |
|----------|-----------------|-------|-------------|---------|--------------|
| 1 | | | | | |

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Final Roster

- Click on the Final Roster tab on the left
- This will show you a final roster of all registrants, when they registered, whether they attended all contact hours of the training, and their transaction numbers
- Individual certificates of completion are automatically sent out after the event ends to all attendees who have attended all contact hours and can be resent if needed by clicking on the envelope icon at the far right

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Sue Dickson Logout

My Modules/Events Instructor Enrollment My Profile

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TeamSTEPPS Eclampsia/Mag Sulfate April 3 2014 Module ID: 2895 Event ID: TS.04.03.14.ma.ds
Location: Aviano AB,
Thursday, April 03, 2014, 4:30 pm to 5:30 pm, Course Location: MSU Simulation Room

| Name | Attend. | Transaction | City/State | Company | Date/Time | Method | Fee | Certificate |
|------------------------|-------------------------------------|---------------------|------------|---------|----------------------|--------|--------|-------------|
| 1. Bell, Tci-Anna E. | <input checked="" type="checkbox"/> | TR250-139644777153 | Aviano, AE | | 4/2/2014 10:09:35 AM | - | \$0.00 | |
| 2. Harmon, Michelle M. | <input checked="" type="checkbox"/> | TR250-1396444825964 | APO, AE | | 4/2/2014 9:20:24 AM | - | \$0.00 | |
| 3. Orada, Liberty | <input checked="" type="checkbox"/> | TR250-1396541854247 | Aviano, AE | | 4/3/2014 12:17:32 PM | - | \$0.00 | |
| 4. Samson, Tiffany | <input type="checkbox"/> | TR250-1396871332666 | APO, AE | | 4/7/2014 7:48:50 AM | - | \$0.00 | |
| 5. Walker, Jean N. | <input checked="" type="checkbox"/> | TR250-1396517071173 | APO, AE | | 4/2/2014 10:09:35 AM | - | \$0.00 | |

Update Attendance

Sign In Sheet

- Click on Sign-In Sheet. The sign in sheet is printed and used daily to track attendance on site.
- Attendance must be verified by someone on-site each day of training with name, date and time attendance was taken
- To print: right click and select print
- Attendees verify their information and make updates if necessary
- The email is where their CE certificate will be sent so it MUST be correct

www.onlineregistrationcenter.com/company_reports/250/trainer_report_sign_in_5.asp?m=250&module_id=2846

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Monday, March 24, 2014 - Friday, March 28, 2014

Attendance Validated By: _____
Date Validated: _____
Time Validated: _____

In order to receive your continuing education (CE) certificate, please note the following mandatory requirements. Failure to follow any of these will prevent you from receiving your CE certificate.

1. You MUST attend all contact hours of training and attendance will be taken daily to verify full participation. Departing early or arriving late will make you ineligible to receive CE credit.
2. You must complete and submit a post your course evaluation within 10 days of the course closure. Failure to do so will make you ineligible to receive CE credit.
3. You must have selected the correct type of CE certificate. If you have selected "None" or fail to select a type of CE, you will not receive CE credit.
4. We must have your correct email address. CE certificates are emailed after the course completes and after you have following the above requirements. If we do not have the correct email information, you will not receive the CE certificate.

The following data was pulled from your registration. Please review the following and, if corrections are necessary, please cross out the incorrect information and legibly write in the correct data.

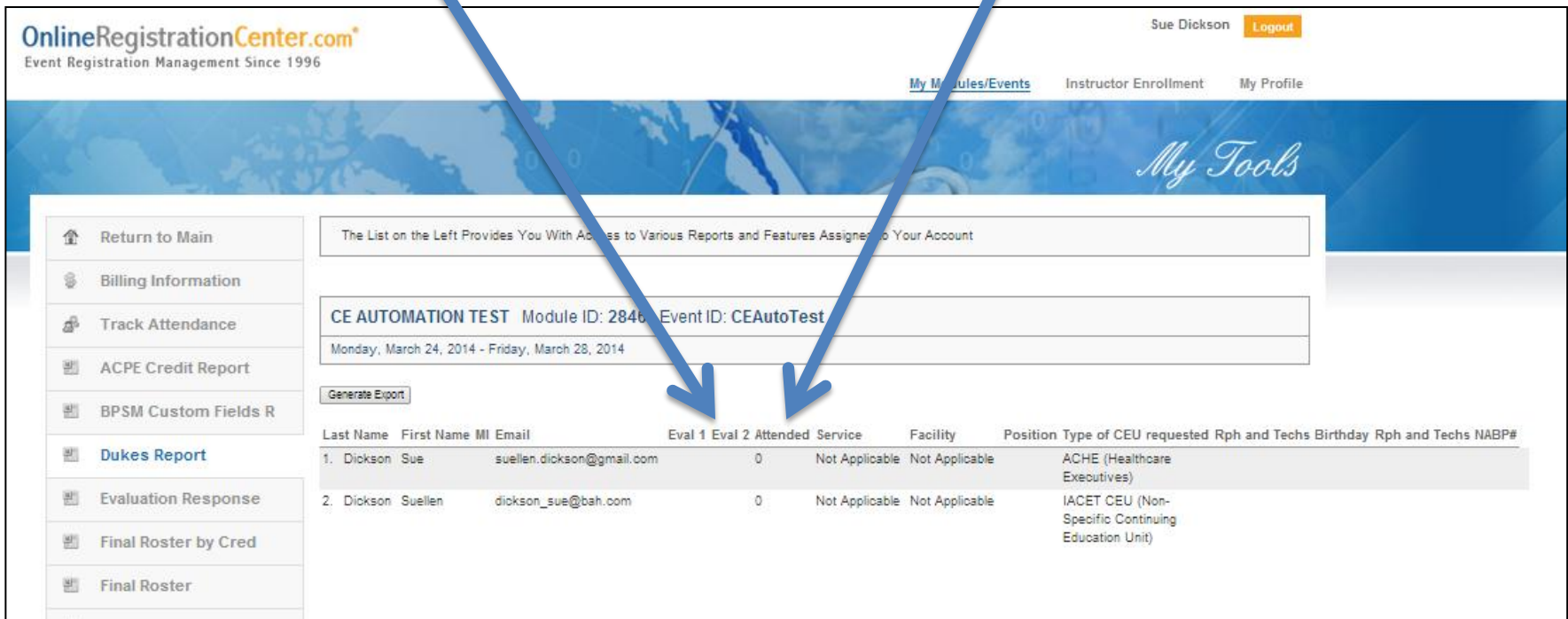
Registrant _____ Monday, Mar. 24

Dickson Sue
TR250-139395581487
sueellen.dickson@gmail.com
Service: Not Applicable (I do not work with any of the above services)
Type of CE Certificate: ACHE (Healthcare Executives)

Dickson Suellen
TR250-139395581537
dickson_sue@bah.com
Service: Not Applicable (I do not work with any of the above services)
Type of CE Certificate: IACET CEU (Non-Specific Continuing Education Unit)

Duke Report

- Used by Duke University to audit attendance tracking and evaluation submission
 - ❑ Eval 1/Eval 2 columns show the date the registrant completed the mandatory evaluation (in this example they have not completed an evaluation)
 - ❑ Attended column shows if they attended all contact hours (attendance tracked in ORC)



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CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest
Monday, March 24, 2014 - Friday, March 28, 2014

[Generate Export](#)

| Last Name | First Name | MI | Email | Eval 1 | Eval 2 | Attended | Service | Facility | Position | Type of CEU requested | Rph and Techs | Birthday | Rph and Techs | NABP# |
|------------|------------|----|---------------------------|--------|--------|----------|----------------|----------------|----------|--|---------------|----------|---------------|-------|
| 1. Dickson | Sue | | suellen.dickson@gmail.com | | | 0 | Not Applicable | Not Applicable | | ACHE (Healthcare Executives) | | | | |
| 2. Dickson | Suellen | | dickson_sue@bah.com | | | 0 | Not Applicable | Not Applicable | | IACET CEU (Non-Specific Continuing Education Unit) | | | | |

BPSM Custom Field Report



- This screen will show a summary of the custom field data collected for the module registrants

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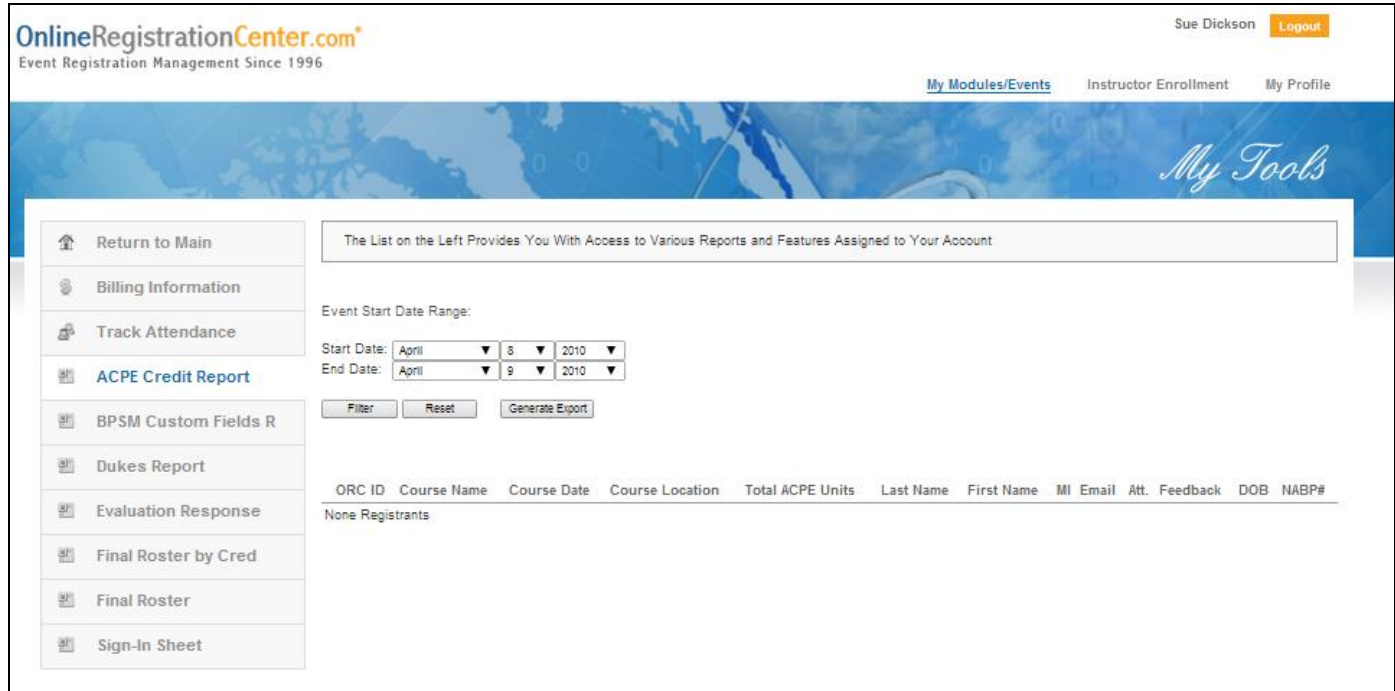
CE AUTOMATION TEST Module ID: **2846** Event ID: **CEAutoTest**

Monday, March 24, 2014 - Friday, March 28, 2014

| Last Name | First Name | Cell Phone (with area code and only to be used in case of emergency) | Emergency contact name and phone number | What is your employment status? If you |
|-----------|------------|--|---|--|
| Dickson | Sue | 5021060 | 3015021060 | Other |
| Dickson | Suellen | 5021060 | 3015021060 | Contractor |

ACPE Report

- This screen is used to pull reports for registrants who have requested a Pharmacy credit, the ACPE



The screenshot shows the OnlineRegistrationCenter.com interface. The header includes the site name, "Event Registration Management Since 1996", and user information "Sue Dickson" with a "Logout" button. Navigation links for "My Modules/Events", "Instructor Enrollment", and "My Profile" are present. A "My Tools" banner is on the right. A left sidebar lists various report options, with "ACPE Credit Report" highlighted. The main content area contains a message about report access, date range selection (Start Date: April 8, 2010; End Date: April 9, 2010), and buttons for "Filter", "Reset", and "Generate Export". Below this is a table header with columns: ORC ID, Course Name, Course Date, Course Location, Total ACPE Units, Last Name, First Name, MI, Email, Att., Feedback, DOB, and NABP#. The table currently shows "None Registrants".

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Event Start Date Range:
Start Date: April 8 2010
End Date: April 9 2010
[Filter](#) [Reset](#) [Generate Export](#)

| ORC ID | Course Name | Course Date | Course Location | Total ACPE Units | Last Name | First Name | MI | Email | Att. | Feedback | DOB | NABP# |
|------------------|-------------|-------------|-----------------|------------------|-----------|------------|----|-------|------|----------|-----|-------|
| None Registrants | | | | | | | | | | | | |

Billing Information

- This screen is not used as we do not collect fees for our activities

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CE AUTOMATION TEST Module ID: 2846 Event ID: CEAutoTest
Monday, March 24, 2014 - Friday, March 28, 2014

| Registrant | Payment | Billing Information |
|---|---------------------|--|
| 1. Dickson, Sue 1953 Seminary Road Silver Spring, MD 20910 Phone: 301 Email: suellen.dickson@gmail.com | TR250-1393959581497 | 3/4/2014 @ 1:59:40 PM Name: Address: |
| 2. Dickson, Suellen One Preserve Parkway Suite 200 Rockville, MD 20852 Phone: 301 Email: dickson_sue@bah.com | TR250-1393959481537 | 3/4/2014 @ 1:58:00 PM Name: Address: |

Pending (in-process or interrupted registrations)

| Registrant | Payment | Billing Information |
|---------------|---------|---------------------|
| None | | |
| Cancellations | | |

| Registrant | Payment | Billing Information |
|--------------|---------|---------------------|
| None | | |
| Waiting List | | |

Questions?

Contact the Patient Safety Program CE Team at

pspcourses@bah.com